



TENDERING PROCESS AND CONTRACT MANAGEMENT

COURSE OUTCOME

Upon completion of this course, participants will be able to:

- Explain the fundamentals of the contracting process.
- Understand the tendering roadmap, identify opportunities and obstacles at each stage of the process.
- Gain a better understanding of the contract process.
- Understand the duties and responsibilities of parties in a construction contract.
- Understand the stages of contract and obstacles at each stage.

COURSE CONTENT

1.0 Introduction of Tender and Contract

- Fundamentals of tendering process
- Tendering flow chart
- Requirement and tendering method in construction industry
- History of contract
- Legal Context of Construction Contracts
- Parties in Construction: Obligation and liabilities

2.0 Tendering and Bidding Stage

- How to prepare for successful bid
- Compare supplier prices and prices.
- The bidding processes.
- Evaluating the Bids: special criteria

3.0 Tender Analysis

- Price analysis & Price adjustment
- Awarding the contract
- Documentation

4.0 Contract Management in Construction Industry

- Stages of Construction Contract
- Instructions and variations
- Ambiguity in Contracts
- Practical Completion and defects
- Valuation of variation and Variation claims
- Payments and Final account
- Termination
- Dispute Resolution



TENDERING PROCESS AND CONTRACT MANAGEMENT

TENTATIVE PROGRAMME

DAY 1 – TENDERING PROCESS

8.30 am – 9.00 am - Online registration

9.00 am – 10.45 am - Introduction to Tendering

- Tendering Process

10.45 am – 11.00 am - Tea break

11.00 am – 12.45 pm - Stages of Construction Contract

- Instructions and variations

- Ambiguity in Contracts

- Practical Completion and defects

12.45 pm – 2.00 pm - Lunch break

2.00 pm – 5.00 pm - Price analysis & Price adjustment

- Awarding the contract

- Documentation

5.00 pm - Class dismiss

DAY 2 – CONTRACT MANAGEMENT

9.00 am – 10.45 am - Introduction of contract management

- Legal Context of Construction Contracts
- Parties in Construction: Obligation and liabilities

10.45 am – 11.00 am - Tea break

11.00 am – 12.45 pm - Preparing for successful bid

- Compare supplier prices and prices
- The bidding process
- Evaluating the Bids: special criteria

12.45 pm – 2.00 pm - Lunch break

2.00 pm – 5.00 pm - Valuation of variation and Variation claims

- Payments and Final account
- Termination
- Dispute Resolution

5.00 pm - Class dismiss